

Attendance on the Parent Portal

Summary

The **Attendance Summary** page will load a breakdown of the student's attendance for the current academic year.

To access the Attendance Summary on the Parent Portal, click on the **Attendance** tile from your dashboard



The Attendance Summary is split into two sections:

The **Statistics** Section will show both the number of sessions and percentage the student has for each mark.

Statistics for Academic Year 2017/2018	
Possible sessions	42
Present	34 sessions (80.95%)
Late	0 sessions (0.00%)
Authorised absent	8 sessions (19.05%)
Unauthorised absent	0 sessions (0.00%)

Possible Attendance: This number shows the total amount of sessions (registers) the student should attend for the current academic year.

Present: This section shows the total amount of registers the student attended and the percentage of 'present marks' for the current academic year.

Late: This section shows the total amount of times the student was late for a register.

Authorised Absent: This section shows the number of times the student has marked as absent.

Unauthorised Absent: This section shows the number of times the student has marked as absent, however, these absences were not approved by the school.

The **Recent Attendance** section will show both the number of sessions and the percentage of 'present marks' for the current week.

Recent Attendance (15 Aug 2018 - 22 Aug 2018)	
Present	0 sessions (0.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)